



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
WILDLIFE REGIONAL MANAGER	40	A	1.709

Under the direction of the Deputy Administrator, Wildlife Regional Managers plan, organize and direct all regional operations and programs including wildlife and boating law enforcement, biological studies related to game, fish and habitat, wildlife management areas, and fish hatcheries.

Manage regional programs and operations; prepare the regional work program consistent with Division goals and regional objectives; conduct annual and periodic program evaluation as requested and adjust work activities in response to changing needs and priorities; monitor progress and quality of work performed within the region.

Supervise and evaluate the performance of regional program supervisors; delegate and review work; establish and revise priorities; develop and modify work performance standards for staff directly supervised; implement recognition and progressive discipline programs; plan, conduct and arrange for training opportunities.

Prepare the regional biennial and annual budget in support of the work program; analyze program needs and allocate funding to various projects in accordance with regional needs and priorities; control expenditures; review and approve budgetary requests, purchases and fund transfers as appropriate; direct the development of accounting systems to ensure sound fiscal management.

Manage the inspection, maintenance and inventory of vehicles, equipment and supplies assigned to the region; ensure that facilities are properly maintained and that staff are suitably equipped to perform assigned work.

Represent the Division's policies and positions to local, State and federal government entities, affected special interest groups, industry representatives and community groups; resolve problems and negotiate inter-local agreements; develop cooperative wildlife management strategies; investigate and pursue funding opportunities; serve on various policy and decision-making committees within the region.

Establish and maintain positive public relations and disseminate information to the media, schools, civic groups, government agencies and interested citizens regarding regional and Division programs, policies and procedures; explain laws, codes and administrative guidelines; review and resolve citizen complaints; ensure optimum services and public education programs are provided; develop policies and programs to meet public demands and conserve the wildlife and habitat resources of the region.

Manage professional staff and technical specialists; review and evaluate biological assessments, recommendations and other information; approve correspondence and reports; plan activities and formulate recommendations.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in wildlife management, biology, or closely related field and five years of progressively responsible professional experience in wildlife management involving the organization and completion of wildlife, fish or habitat surveys, manipulating fish and wildlife population and habitats, or enforcing wildlife, boating and other law enforcement duties, and including two years of supervisory experience; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles and practices of the biological sciences and wildlife management including fisheries, habitat, game, non-game, wildlife law enforcement and boating safety; principles and practices of management and supervision; budget preparation and control. **Ability to:** effectively supervise staff to meet agency goals and objectives; communicate effectively both orally and in writing; represent the agency to a wide variety of community and regional groups, government agencies, the media and the public; explain and advocate agency programs, actions, policies and procedures; evaluate mathematical and statistical data related to fish and wildlife populations and harvest figures; read and interpret statutes and regulations; objectively evaluate the work performance of regional personnel and take appropriate personnel actions as required; analyze and evaluate regional biological and law enforcement program effectiveness; develop regional goals, objectives and procedures and issue operational directives; prioritize work efforts and assignments to allocate staff and resources; establish and maintain effective working relationships with employees, supervisors, other state and federal agencies and the public; mediate between contending parties or groups.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: State, federal Division and Wildlife Commission statutes, codes, regulations, policies and procedures needed to manage regional operations; State purchasing procedures including determination of needs, selection of items, bid letting and stores management; State personnel management policies and procedures; operation and maintenance of a variety of vehicles and equipment used in law enforcement and biological studies within the region; various industries and other governmental agencies' processes, procedures and policies related to wildlife management. **Ability to:** supervise and evaluate the performance of regional personnel; develop work performance standards and work program objectives; coordinate and conduct training opportunities; develop and manage the annual regional budget; allocate funds to accomplish work program objectives; evaluate regional programs and activities; resolve public complaints regarding agency programs, activities or personnel; read and edit a variety of draft correspondence and technical and scientific reports for content, style and grammar.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

1.709

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